



JEFFERSON PARK GYM PROJECT
PROJECT ADVISORY TEAM MEETING #1
Thursday, May 23, 2002 7:00-8:55 p.m.
Jefferson Community Center

MEETING MINUTES - DRAFT

PAT Members Present: Kevin Lee Liz Walsh-Boyd
Randy Smith Otis Campbell
Jean Crowhorn Kellye Hilde
Greg Kogita

PAT Members Absent:
George Robertson Dave Budd
Bill Reubel Antelmo Reyes Mondragon

Others Present: Don Bullard

Meeting Facilitator: Don Bullard

Notes of Previous Meeting: No previous meeting.

Design Schedule: Start of Schematic Design: Date to be determined
Scheduled CD Completion: Date to be determined

Original Design Duration: ??? working days
Modifications 0
Current Duration ???
Days Used As of Today: 0 0%
Days Remaining: ??? 100%

Welcome: Don Bullard opened the meeting, thanking PAT members for their participation. He briefly described the gym project and purpose of the PAT. Introductions were done. The PAT sign-in sheet was circulated. The phone list was passed around for people to mark any corrections. PAT members were asked to fill out and hand in the financial interests form. The agenda was verified.

Comments from Visitors: None.

**Roles & Responsibilities:
of the PAT**

Don distributed a 2-page handout describing the roles and responsibilities of the PAT. He described the purpose of the PAT and explained the process that lead to formation of the PAT. Don then highlighted some of the key responsibilities of the PAT. Randy asked for some guidelines on discussing PAT issues with others. Don said that it is important for PAT members to share info with other community members. Kevin brought up the Beacon Hill Library and the difficulties caused by some people who got involved late in the process and circumvented the process. Don said that the Parks Department will do fairly extensive publicity to encourage participation in the gym design process. There was some discussion about how to effectively reach people in the community and encourage their involvement. Liz expressed concern that relatively few people are likely to participate. Jean pointed out that there always seem to be a few dissatisfied people in every situation.

**Site Planning &
Design Program:**

Don briefly summarized the site planning/EIS process and explained how the gym project relates to the site planning. He described the funding currently available for improvements in Jefferson Park. There was some discussion about the Mayor's proposal for burying the south reservoir. There was also some discussion about placement of fill in the footprint of the north reservoir. Don also described the 9-hole golf course path project and mentioned the other park improvements that have recently been done. There was some discussion about the schedule for the reservoir work and implications for park improvements. Don then walked through the gym design program. The building program itself was described in some detail. There was discussion about square footage, relationship between various spaces, types of rooms, LEEDS, etc.

Consultant Selection:

Don described the consultant selection process. He pointed out that 3 of the 5 members of the consultant evaluation committee were also members of the PAT. He passed around the brochures received from the three firms that have been invited to the interviews. There was some discussion about building commissioning and the possibility of getting donated commissioning. There was also discussion about possible donation of building materials.

**Upcoming Tasks
& Schedule**

Don passed out a preliminary schedule of design tasks/construction and a list of proposed PAT meeting and public meeting dates. He also showed the group a critical path schedule for the project. Since some members of the group were unfamiliar with this kind of schedule he explained how it was set up. Don mentioned that the EIS public hearing would be on May 30th at Jefferson Community Center and explained the relationship between the EIS & the gym project. Don described the schematic design, design development and construction documents phases.

Wrap-up & Good Night

Don thanked everyone and adjourned the meeting.

Handouts:

PAT Roles & Responsibilities
Preliminary Design/Construction Schedule
Preliminary Schedule of PAT & Public Meetings
EIS Public Hearing Flyer

Next Meeting:

The next PAT meeting is scheduled for Thursday, June 27, 2002 at 7:00 P.M., Jefferson Community Center.

Minutes Recorded By:

Don Bullard